



Position Description

Job Title:	Graphic Designer/Social Media Content Coordinator		
Reports to:	Marketing and Sales Director	Full Time	
Supervisory Responsibilities:	No	FLSA Status:	Exempt

Position Summary

The Kalamazoo Civic Theatre is seeking a highly creative, self-motivated, marketing-minded individual to join its marketing team as graphic designer, social media content coordinator and resident photographer. A successful candidate will have excellent artistic skills, extraordinary attention to detail, and the ability to thrive in a fast-paced, deadline driven environment.

Essential Functions:

- Under the supervision of the Marketing and Sales Director, in collaboration with the Artistic Director, this position design, creates and executes all marketing and sales materials for the Kalamazoo Civic Theatre and its Academy of Theatre Arts, in print or digital formats, including, but not limited to, season brochures, show logos and posters, lobby signage, programs, program inserts, print advertising and billboards, social media and website content, t-shirts, annual campaign mailer and all other collateral materials
- Designs and maintains the Civic's website
- Executes the overall social media strategy, including content creation and publication
- Serves as Resident Photographer, responsible for capturing content to be used in all Civic media outlets and advertising

Qualifications and Skill Requirements

- 2-5 years proven experience as a Graphic Designer, or similar role
- Experience as a professional photographer is a plus; may be required to provide your own camera equipment
- Strong communication and project management skills
- Experience with Adobe products, such as Illustrator, and Mac-based platform is a must; working knowledge of Microsoft Office Suite and Outlook is helpful
- Familiarity with the theater arts is a plus

Physical Requirements:

- Requires frequent sitting and walking
- The physical ability to travel between the various CIVIC building locations is required.
- Reasonable accommodations will be made to enable individuals to perform essential functions.

Work Environment

- Work occurs primarily in an indoor environment with adequate lighting and temperature

The Kalamazoo Civic Theatre is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive work environment that inspires all individuals and provides a work environment free of discrimination and harassment.